



City of Lemon Grove

PUBLIC WORKS OPERATIONS & ADMINISTRATION MANAGER Class Specification

DEFINITION

Provides highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs and activities within the Public Works Department; supervises assigned staff; provides technical support to the City Manager and/or his/her designee; and performs administrative studies and special projects.

FLSA STATUS

Exempt – Not Overtime Eligible

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and clerical staff.

EXAMPLES OF DUTIES

- Assist in the development and implementation of goals, objectives, and priorities for the Public Works Department.
- Oversee assigned Public Works' administrative processes, procedures, programs, and activities.
- Solve emerging operational problems or dynamic concerns (e.g., street, grounds/parks maintenance, sewer, storm drains, traffic signals, vehicle maintenance, construction contracting, facilities, etc.)
- Develop and implement special management studies, including conducting surveys and performing research and statistical analysis on administrative, budgetary, and/or operational issues; compile and evaluate results in an informational format with recommendation(s) to Public Works Director.
- Prepare reports, manuals, and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpret rules, standards, and procedures; monitor programs and compile project status reports for the Public Works Department.
- Administer assigned Public Works programs; coordinate program activity with City departments and divisions; evaluate and implement strategies to improve operations.
- Monitor compliance with applicable contracts and/or agreements (e.g., all CUPPA contracts and public bids for the PW Department).
- Represent the City to community groups, outside agencies, and professional organizations as required; and respond to citizen inquiries and requests for information.
- Assist with budget development and administer assigned budget as required; submit justifications for staffing levels, equipment and materials.
- Select, supervise, train, and evaluate assigned staff.
- Maintain accurate records and files of Public Works program activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and public works operations; management for municipal infrastructure maintenance, repair, construction, and sanitation; organizational and management practices as applied to the analysis and evaluation of Public Works programs; budget preparation and administration; techniques of administrative and quantitative financial research and analysis; methods of report preparation and presentation; principles of supervision, training and performance evaluation; City policies and procedures and applicable Federal and State legislation and regulations related to area(s) of assignment; modern office procedures, methods, and computer equipment.

Ability to:

Provide highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information, and observe, and solve operational and technical policy and procedural issues.

Interpret and apply City ordinances, regulations, and procedures according to area(s) of assignment; prepare and present written and oral reports of studies to City staff, and outside agencies and organizations; plan and carry out department or division programs; evaluate assigned program(s) effectiveness through systems analysis and service level standards.

EXPERIENCE AND EDUCATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven (7) years of responsible journey level experience in a mid-management position within a local government environment with at least two (2) years of supervisory experience.

Education:

An Associate of Arts degree with major course work in public or business administration, engineering or a closely related field. A Bachelor's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to

operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: February 5, 2019